COREL DRAW 9

Subject: Graphic Design

DIT Part 2nd

BY SARDAR AZEEM

(PICT COMPUTER CENTER LINK ROAD ABBOTTABAD)

Table Of Contents

BASICS:

- Transform Objects

Overview of Course Covered

Working with Text

- Format Artistic Text
- Fit Text to a Path
- Create Paragraph Text
- Wrap Paragraph Text
- Modify OCT Text
- Importing Image Text
- Insert Special Characters
- Text Effects

Overview of Course Covered

Working with Objects

- Modify Objects
- Add Graphics
- Add Clipart
- Spray Objects

Overview of Course Covered

Styles, Templates Symbols

- Working with text Styles

- Working with Templates
- Create Symbols

Overview of Course Covered

Layers

- New Layers
- Manipulate Layer

Overview of Course Covered

Bitmaps

- Import and Adjust Bitmaps
- Trace Bitmaps

Overview of Course Covered

Advanced Printing Options

Edit a Print Style

Merge Text with Drawing

Overview of Course Covered

Corel Draw 9 Introduction

What is Corel DRAW?

Corel DRAW is a vector-based drawing and illustration program. This means that when you draw an object on the Corel DRAW drawing page, the shape of the object displayed onscreen is defined by a mathematical formula. In fact, its accuracy can be measured to one tenth of a micro.

CorelDraw is an intuitive graphics design application that gives designers a more enjoyable work experience. CorelDraw is built and designed to meet the demands of today's working designer to create ads or collateral for print or for the Web.

History

In 1987, Corel hired software engineers Michel Bouillon and Pat Beirne to develop a vector-based illustration program to bundle with their desktop publishing systems. That program, CorelDraw, was initially released in 1989. CorelDraw 1.x and 2.x runs under Windows 2.x and 3.0. CorelDraw 3.0 came into its own with Microsoft's release of Windows 3.1. The inclusion of TrueType in Windows 3.1 transformed CorelDraw into a serious illustration program capable of using system-installed outline fonts without requiring third-party software such as Adobe Type Manager; paired with a photo editing program (Photo Paint), a font manager and several other pieces of software, it was also part of the first all-in-one graphics suite.

The first book devoted to CorelDraw was Mastering CorelDraw by Chris Dickman, published by Peachpit Press in 1990, with a contribution by Rick Altman. Dickman also founded and published the independent Mastering CorelDraw Journal publication, and created and ran the first site dedicated to CorelDraw, CorelNET.com, from 1995 to 1997.

Characteristic features

1. Several innovations to vector-based illustration originated with CorelDraw: a node-edit tool that operates differently on different objects, fit text-to-path, stroke-before-fill, quick fill/stroke color selection palettes, perspective projections, mesh fills and complex gradient fills.
2. CorelDraw differentiates itself from its competitors in a number of ways:
3. The first is its positioning as a graphics suite, rather than just a vector graphics program. A full range of editing tools allow the user to adjust contrast, color balance, change the format from RGB to CMYK, add special effects such as vignettes and special borders to bitmaps. Bitmaps can also be edited more extensively using Corel Photo Paint, opening the bitmap directly from CorelDraw and returning to the program after saving. It also allows a laser to cut out any drawings.
4. CorelDraw is capable of handling multiple pages along with multiple master layers. Multipage documents are easy to create and edit and the Corel print engine allows for booklet and other imposition so even simple printers can be used for producing finished documents. One of the useful features for single and multi-page documents is the ability to create linked text boxes

across documents that can be resized and moved while the text itself resets and flows through the boxes. Useful for creating and editing multi-article newsletters etc.

5. Smaller items, like business cards, invitations etc., can be designed to their final page size and imposed to the printer's sheet size for cost-effective printing. An additional print-merge feature (using a spreadsheet or text merge file) allows full personalization for many things like numbered raffle tickets, individual invitations, membership cards and more.
6. CorelDraw's competitors include Adobe Illustrator and Xara Photo & Graphic Designer. Although all of these are vector-based illustration programs, the user experience differs greatly between them. While these programs will read their native file types and vice versa, the translation is rarely perfect. CorelDraw can open Adobe PDF files: Adobe PageMaker, Microsoft Publisher and Word, and other programs can print documents to PDF using the Adobe PDFWriter printer driver, which CorelDraw can then open and edit every aspect of the original layout and design. CorelDraw can also open PowerPoint Presentations and other Microsoft Office formats with little or no problem

CorelDraw Graphics Suite

Over time, additional components were developed or acquired and bundled with CorelDraw. The list of bundled packages usually changes somewhat from one release to the next, though there are several mainstays that have remained in the package for many releases now, including Power TRACE (a bitmap to vector graphic converter), PHOTO-PAINT (a bitmap graphic editor), and CAPTURE (a screen capture utility).

The current version of CorelDraw Graphics Suite X6 (version 16), contains the following packages:

- CorelDraw X6, an intuitive vector-illustration and page-layout application
- Corel PHOTO-PAINT X6, an image-editing application
- Corel Power TRACE X6, a utility to convert bitmaps into editable vector graphics
- Corel CONNECT, a full-screen browser to search the suite's digital content
- Corel CAPTURE X6, a screen capture utility
- Corel Website Creator X6, new website creation software

CDR file format

CDR file format is a proprietary file format developed by Corel Corporation and primarily used for vector graphic drawings. There is no publicly available CDR file format specification.

Other CorelDraw file formats include CorelDraw Compressed (CDX), CorelDraw Template (CDT) and Corel Presentation Exchange (CMX).

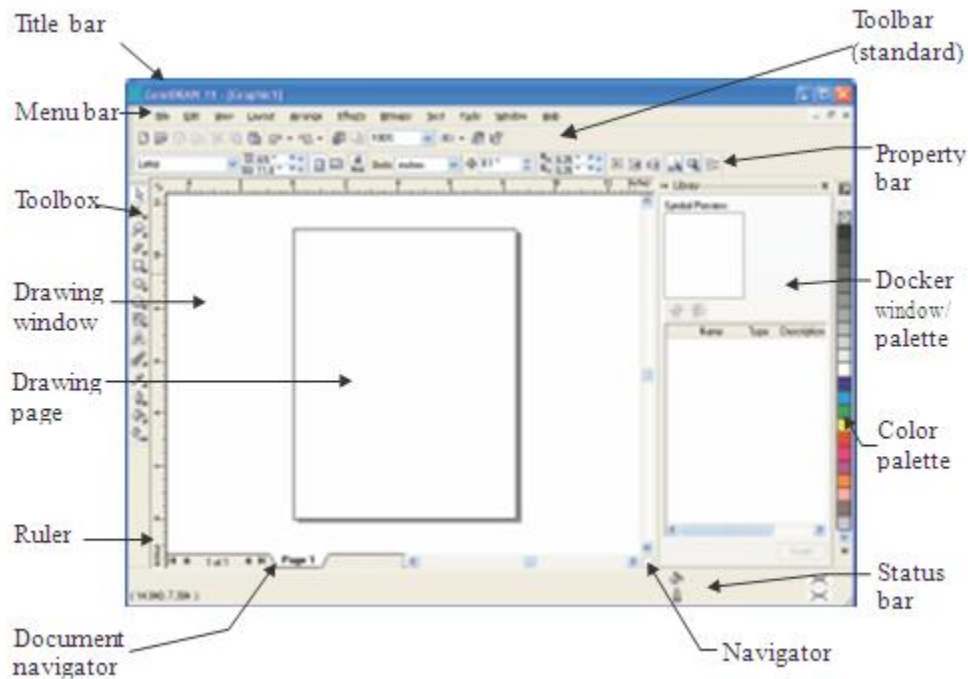
In December 2006 the sK1 open source project team started to reverse-engineer the CDR format. The results and the first working snapshot of the CDR importer were presented at the Libre

Graphics Meeting 2007 conference taking place in May 2007 in Montreal (Canada). Later on the team parsed the structure of other Corel formats with the help of the open source CDR Explorer. As of 2008, the sK1 project claims to have the best import support for CorelDraw file formats among open source software programs. The sK1 project developed also the UniConvertor, a command line open source tool which supports conversion from CorelDraw ver.7-X4 formats (CDR/CDT/CCX/CDRX/CMX) to other formats. UniConvertor is also used in Inkscape and Scribus open source projects as an external tool for CorelDraw files importing.

In 2012 the joint LibreOffice/re-lab team implemented libcdr, a library for reading CDR files from v1 to the currently latest X6 version and CMX files. The library has extensive support for shapes and their properties, including support for color management and spot colors, and has a basic support for text. The library provides a built-in converter to SVG, and a converter to OpenDocument is provided by writerperfect package. The libcdr library is expected to be used in LibreOffice 3.6, and thanks to public API it can be freely used by other applications.

In 2007, Microsoft blocked CDR file format in Microsoft Office 2003 with the release of Service Pack 3 for Office 2003. Microsoft later apologized for inaccurately blaming the CDR file format and other formats for security problems in Microsoft Office and released some tools for solving this problem.

CorelDRAW Interface

When you launch CorelDRAW, the application window opens containing a drawing window. The rectangle in the center of the drawing window is the drawing page where you create your drawing. Although more than one drawing window can be opened, you can apply commands to the active drawing window only.

Part	Description
Menu bar	**The area containing pull-down menu options**
Property bar	**A detachable bar with commands that relate to the active tool or object. For example, when the text tool is active, the text property bar displays commands that create and edit text.**
Toolbar	**A detachable bar that contains shortcuts to menu and other commands**
Title bar	**The area displaying the title of the currently open drawing**
Rulers	**Horizontal and vertical borders that are used to determine the size and position of objects in a drawing**

Toolbox	**A floating bar with tools for creating, filling, and modifying objects in the drawing**
Drawing window	**The area outside the drawing page bordered by the scroll bars and application controls**
Drawing page	**The rectangular area inside the drawing window. It is the printable area of your work area.**
Color palette	**(Windows) A dockable bar that contains color swatches.** **(Mac OS) A free floating bar that contains the current color mode**
Docker window/palette	**A window containing available commands and settings relevant to a specific tool or task**
Status bar	**An area at the bottom of the application window that contains information about object properties such as type, size, color, fill, and resolution. The status bar also shows the current mouse position.**
Document navigator	**The area at the bottom left of the application window that contains controls** **for moving between pages and adding pages**
Navigator	**A button at the bottom-right corner (Windows) or bottom-left corner (Mac OS) that opens a smaller display to help you move around**

CorelDRAW workspace tools

Application commands are accessible through the menu bar, toolbars, toolbox, property bar, and Docker windows (Windows) .The property bar and Docker windows/palettes provide access to commands that relate to the active tool or current task. The property bar, Docker windows/palettes, toolbars, and toolbox can be opened, closed, and moved around your screen at any time.

Standard toolbar

The standard toolbar contains buttons that are shortcuts to many of the menu commands. On Windows, the standard toolbar displays by default.

button	Function
	Start a new drawing
	Open a drawing
	Save a drawing
	Print a drawing
	Cut selected objects to the Clipboard
	Copy selected objects to the Clipboard
	Paste the Clipboard contents into a drawing
	Undo an action
	Restore an action that was undone
	Import a drawing
	Export a drawing
100%	Set a zoom level

(Windows) Start Corel applications

(Windows) Launch to Corel Graphics

More about toolbars

In addition to the standard toolbar, CorelDRAW has toolbars for specific kinds of tasks. For example, the Text toolbar contains commands relevant to using the Text tool. If you use a toolbar frequently, you can display it in the workspace at all times.

Toolbar	Description
Text	Contains commands for formatting and aligning text
Zoom	Contains commands for zooming in and out of a drawing page by specifying percentage of original view, clicking the **Zoom** tool, and selecting a page view
Internet	Contains commands for Web-related tools for creating rollovers and publishing to the Internet
Print merge	Contains commands for print merge items that combine text with a drawing such as creating and loading data files, creating data fields for variable text, and inserting print merge fields
Transform	Contains commands for skewing, rotating, and mirroring objects
(Windows) Visual Basic® for Applications	Contains commands for editing, testing, and running VBA commands

The Toolbox

Flyouts open to display a set of related CorelDRAW tools. A small arrow in the bottom, right corner of a toolbox button indicates a flyout: for example, the Shape edit fly out . Clicking a flyout arrow opens a set of related tools. Clicking and dragging the grab handles at the end of the flyout sets the flyout in its expanded form.

Flyout	Description
Shape edit	Lets you access the **Shape**, **Knife**, **Eraser**, **Smudge brush**, **Roughen brush**, and **Free transform** tools
Zoom	Lets you access the **Zoom** and **Hand** tools
Curve	Lets you access the **Freehand**, **Bézier**, **Artistic media**, **Polyline**, **Pen**, **3 point curve**, **Dimension**, and **Interactive connector** tools
Rectangle	Lets you access the **Rectangle** and **3 point rectangle** tools
Ellipse	Lets you access the **Ellipse** and **3 point ellipse** tools
Object	Lets you access the **Graph paper**, **Polygon**, and **Spiral** tools
Perfect Shapes™	Lets you access the **Basic shapes**, **Arrow shapes**, **Flowchart shapes**, **Star shapes**, and **Callout shapes** tools
Interactive tools	Lets you access the **Interactive blend**, **Interactive contour**, **Interactive distortion**, **Interactive envelope**, **Interactive extrude**, **Interactive drop shadow**, and **Interactive transparency** tools
Eyedropper	Lets you access the **Eyedropper** and **Paint bucket** tools
Outline	Lets you access the **Color** Docker window/palette, **Outline pen** and the **Outline color** dialog boxes, and a

	selection of outlines of various widths
Fill	Lets you access the **Color** Docker window/palette, **Fill** color, **Fountain fill**, **Pattern fill**, **Texture fill**, and **PostScript® fill** dialog boxes
Interactive fill	Lets you access **Interactive fill** and **Interactive mesh fill** tools

Tools

Tool	Description
	The Pick tool lets you select and size, skew, and rotate objects.
	The Shape tool lets you edit the shape of objects.
	The Knife tool lets you cut through objects.
	The Eraser tool lets you remove areas of your drawing.
	The Smudge brush tool lets you distort an vector object by dragging along its outline and distort a bitmap by dragging outside its path
	The Roughen brush tool lets you distort the outline of a vector object by dragging along the outline.
	The Free transform tool lets you transform an object by using the Free rotation, Angle rotation, Scale, and Skew tools.

The Zoom tool lets you change the magnification level in the drawing window.

The Hand tool lets you control which part of the drawing is visible in the drawing window

The Pen tool lets you draw curves one segment at a time.

The Polyline tool lets you draw lines and curves in preview mode.

The Freehand tool lets you draw single line segments and curves.

The Bézier tool lets you draw curves one segment at a time.

The 3 point curve tool lets you draw a curve by defining the start, end, and center points.

The Artistic media tool provides access to the Brush, Sprayer, Calligraphic, and Pressure tools

The Dimension tool lets you draw vertical, horizontal, slanted, or angular dimension lines.

The Interactive connector tool lets you join

The Rectangle tool lets you draw rectangles and squares.

The 3 point rectangle tool lets you draw a rectangle by dragging to create the rectangle baseline and clicking to define its height.

The Ellipse tool lets you draw ellipses and circles.

The 3 point ellipse tool lets you draw an ellipse by dragging to create the center line of the ellipse and clicking to define its height.

The Polygon tool lets you draw symmetrical polygons and stars.

The Spiral tool lets you draw symmetrical and logarithmic spirals.

The Graph paper tool lets you draw a grid of lines similar to that on graph paper.

The Basic shapes tool lets you choose from a full set of shapes, including hexagram, smiley face, and a right-angle triangle.

The Arrow shapes tool lets you draw arrows of various shape, direction, and number of heads.

The Flowchart shapes tool lets you draw flowchart symbols.

The Star shapes tool lets you draw ribbon objects and explosion shapes.

The Callout shapes tool lets you draw callouts and labels.

The Text tool lets you type words directly on the screen as artistic or paragraph text.

The Interactive blend tool lets you blend two objects.

The Interactive contour tool lets you apply a contour to an object.

The Interactive distortion tool lets you apply a Push or Pull distortion, a Zipper distortion, or a Twister distortion to an object.

The Interactive envelope tool lets you distort an object by dragging the nodes of the envelope.

The Interactive extrude tool lets you apply the illusion of depth to objects.

The Interactive drop shadow tool lets you apply a drop shadow to an object.

The Interactive transparency tool lets you apply transparencies to objects.

The Eyedropper tool lets you select a fill from an object on the drawing window.

The Paintbucket tool lets you fill an object on the drawing window after selecting a fill using the Eyedropper tool.

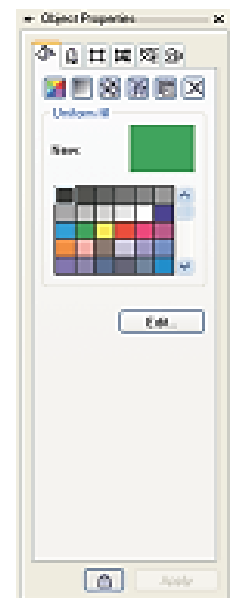
The Interactive fill tool lets you apply various fills.

Property bar

The property bar displays the most commonly used functions that are relevant to the active tool or to the task you're performing. Although it looks like a toolbar, the property bar content changes depending on the tool or task. For example, when you click the Text tool in the Toolbox, the property bar displays

Dockers windows and palettes

Docker windows (Windows) and palettes (Mac OS) display the same type of controlsas a dialog box, such as command buttons, options, and list boxes. Unlike most dialog boxes, you can keep Docker windows/palettes open while working on a document, so you can readily access the commands to experiment with different effects.

*An example is the **Object properties** Docker window/palette. When this Docker window/palette is open, you can click an object in the drawing window and view formatting, dimensions, and other properties of the object.*

In Windows, Docker windows can be either docked or floating. Docking a Docker window attaches it to the edge of the application window. Undocking a Docker window detaches it from other parts of the workspace, so it can be easily moved around. You can also collapse Docker windows to save screen space.

Status bar

The status bar displays information about selected objects (such as color, fill type, and outline, cursor position, and relevant commands.

See “Customizing the status bar” in the Help for information about customizing the contents and appearance of the status bar.

The graphic below shows some of the information displayed in a status bar.

Saving drawings

CorelDRAW lets you save a drawing as you work. CorelDRAW offers advanced options that let you assign notes, keywords, and thumbnails to drawings so that you can find them more easily.

By default, drawings are saved to the CorelDRAW file format (.cdr); however, advanced save options let you choose other file formats as well. If you are saving a drawing to use in another application, you must save it to a file format that is supported by that application.

To save a drawing

1 Click File Save as.

2 Locate the folder where you want to save the file.

If you want to save notes or keywords with the file, type them in the corresponding box.If you want to specify advanced settings, click Advanced, and specify the settings you want in the Preferences (Windows) dialog box or Options (Mac OS) dialog box.

3 Type a filename in the File name list box (Windows) or Save as list box (Mac OS).

4 Click Save.

To save only selected objects

1 Select the objects.

2 Click File Save as.

3 Enable the Selected only check box.

4 Locate the folder where you want to save the file.

5 Type a filename in the File name list box (Windows) or Save as box (Mac OS).

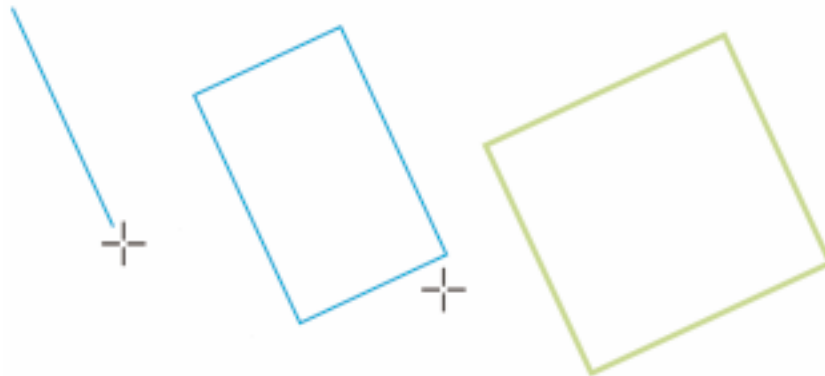
6 Click Save.

Shapes and Lines

Basic Shapes

CorelDRAW lets you draw basic shapes, which you can modify using special effects and reshaping tools.

Drawing rectangles and squares

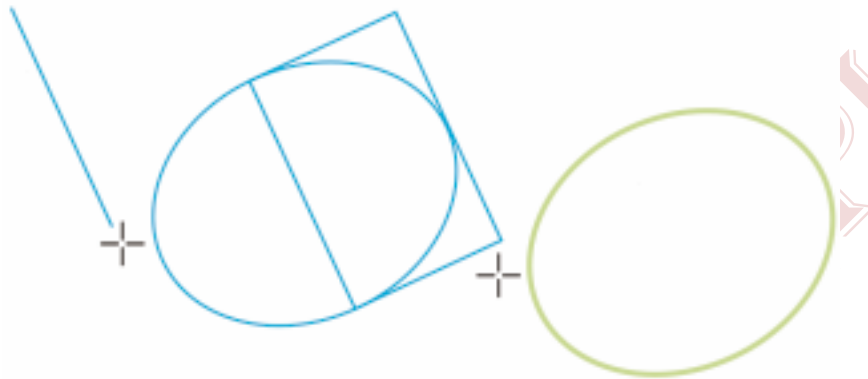
CorelDraw lets you draw rectangles and squares. You can draw a rectangle or square by dragging diagonally or draw a rectangle by specifying the width and height. After you draw a rectangle or square, you can reshape it by rounding one or more of its corners.

To draw a rectangle by specifying height and width

1 Open the **Rectangle** flyout , and click the **3-point rectangle** tool .

2 In the drawing window point to where you want to start the rectangle, drag to draw the width, and release the mouse button.

3 Move the mouse perpendicularly to the first line to draw the height, and click.
To adjust the size of the rectangle, type values in the **Object(s) size** boxes on the property bar.

Drawing ellipses, circles, arcs, and wedges

You can draw an ellipse or circle by dragging diagonally or you can draw an ellipse by specifying its width and height. You can draw an ellipse or circle and change the shape into an arc or wedge.

To draw an ellipse by specifying width and height

1 Open the Ellipse flyout, and click the 3-point ellipse tool .

2 Click in the drawing window, drag to draw the centerline of the ellipse, and release the mouse button.

The centerline runs through the center of the ellipse and determines its width.

3 Move the mouse perpendicularly to the first line to define the height of the ellipse, and click.

To draw an arc or a wedge

To draw	Do the following
An arc	Open the Ellipse flyout and click the Ellipse tool. Click the Arc button on the property bar. Drag in the drawing window until the arc is the shape you want.
A wedge	Open the Ellipse flyout and click the Ellipse tool. Click the Wedge button on the property bar. Drag in the drawing window until the wedge is the shape you want.

Drawing polygons and stars

CorelDraw lets you draw polygons and stars and then reshape them. For example, you can convert polygons to stars and stars to polygons, change the number of sides on a polygon or the number of points on a star, and sharpen the points of a star.

To draw a polygon or a star

To draw	Do the following
A polygon	Open the Object flyout Click the Polygon tool and drag in the drawing window until the polygon is the size you want.
A star	Open the Object flyout, click the Polygon tool, drag in the drawing window until the polygon is the size you want, and click the Star button on the property bar.

Drawing spirals

You can draw two types of spirals: symmetrical and logarithmic. Symmetrical spirals expand evenly so that the distance between each revolution is equal. Logarithmic spirals expand with increasingly larger distances between revolutions. You can set the rate by which a logarithmic spiral expands outward.

To draw a spiral

1 Open the Object flyout, and click the Spiral tool .

2 Type a value in the Spiral revolutions box on the property bar.

3 On the property bar, click one of the following buttons:

Symmetrical spiral

Logarithmic spiral

If you want to change the amount by which the spiral expands as it moves outward, move the Spiral expansion slider.

4 Drag diagonally in the drawing window until the spiral is the required size.

Drawing predefined shapes

You can draw predefined shapes, such as basic shapes, arrows, stars, and callouts using the Perfect Shapes collection. Basic shapes, arrows shapes, star shapes, and callout shapes have glyphs which let you modify their appearance.

To draw a predefined shape

1 Open the Perfect Shapes flyout, and click one of the following tools:

Basic shapes

Arrows shapes

Flowchart shapes

Star shapes

Callout shapes

2 Open Perfect Shapes picker on the property bar, and click a shape.

3 Drag in the drawing window until the shape is the size you want.

Working with paths

Fitting text to a path

You can add artistic text along the path of an open object (for example, a line) or a closed object (for example, a square). You can also fit existing text to a path. Artistic

text can be fitted to an open or closed path. Paragraph text can be fitted to open paths only.

After you fit text to a path, you can adjust the text's position relative to that path. For example, you can place the text on the opposite side of the path, or you can adjust the distance between the text and the path.

To add text along a path

1 Select a path using the Pick tool.

2 Click **Text Fit text to path**.

3 Type along the path

To fit text to a path

1 Select a text object using the Pick tool.

2 Click **Text Fit text to path.**

The pointer changes to a thick, black arrow.

3 Click a path.

To adjust the position of text fitted to a path

1 Using the Pick tool , select the text fitted to a path.

2 Choose a setting from any of the following list boxes on the property bar:

Distance from path — the distance between the text and the path to which it is fit

Vertical placement — the vertical alignment of the text relative to the path

Horizontal offset — the horizontal position of the text along the path

Text orientation — the angle at which the text sits on the path

Text placement — the side of the path on which the text is fitted

To separate text from a path

1 Select the fitted text using the Pick tool .

2 Click **Arrange Break text apart.**

To straighten text

1 Select the fitted text using the Pick tool .

2 Separate the text from the path.

3 Click **Text** **Straighten text**.

Colors

Fills and Outline

You can add colored, patterned, textured, and other fills to the inside of objects. You can customize a fill and set it as a default, so that each object you draw has the same fill.

Applying uniform fills

You can apply a uniform fill to objects. Uniform fills are solid colors you can choose or create using color models and color palettes.

To apply a uniform fill

1 Select an object.

2 Open the Interactive fill flyout , and click the Interactive fill tool .

3 Choose Uniform fill from the Fill type list box on the property bar.

4 Specify the settings you want on the property bar, and press Enter.

Applying fountain fills

A fountain fill is a smooth progression of two or more colors that adds depth to an object. There are four types of fountain fills: linear, radial, conical, and square. A linear fountain fill flows in a straight line across the object, a conical fountain fill creates the illusion of light hitting a cone, a radial fountain fill radiates from the center of the object, and a square fountain fill is dispersed in concentric squares from the center of the object.

You can apply preset fountain fills, two-color fountain fills, and custom fountain fills to objects. Custom fountain fills can contain two or more colors, which you can position anywhere in the fill's progression. After you create a custom fountain fill, you can save it as a preset.

To apply a preset fountain fill

1 Select an object.

2 Open the Fill flyout, and click the Fountain fill dialog button.

3 Choose a fill from the Presets list box.

4 Specify the settings you want.

To apply a two -color fountain fill

1 Select an object.

2 Open the Interactive fill flyout, and click the Interactive fill tool.

3 Choose a fountain fill from the Fill type list box on the property bar.

4 Open the Fill dropdown picker on the property bar, and click a color.

5 Open the Last fill picker on the property bar, and click a color.

6 Specify the settings you want.

To apply a custom fountain fill

1 Select an object.

2 Open the Fill flyout, and click the Fountain fill dialog button.

3 Choose a fountain fill from the Type list box on the property bar.

4 Enable the Custom option.

5 Click the box at one end of the area just above the color band, and click a color on the color palette.

6 Click the box at the opposite end of the area just above the color band, and click a color.

7 Specify the attributes you want.

Applying pattern fills

You can fill objects with two-color, full-color, or bitmap pattern fills. A two-color pattern fill is composed of only the two colors that you choose. A full-color pattern fill is a more complex vector graphic that can be composed of lines and fills. A bitmap pattern fill is a bitmap image whose complexity is determined by its size, image resolution, and bit depth.

CorelDraw provides preset pattern fills that you can apply to objects; however, you can also create your own pattern fills. For example, you can create pattern fills from objects that you draw or images that you import.

To apply a full-color or bitmap pattern fill

1 Select an object.

2 Open the Interactive fill flyout, and click the Interactive fill tool .

3 Choose one of the following from the Fill type list box on the property bar:

Full-color pattern

Bitmap pattern

4 Open the Fill dropdown picker, and click a pattern.

Applying texture fills

A texture fill is a randomly generated fill that you can use to give your objects a natural appearance. CorelDRAW provides preset textures, and each texture has a set of options that you can change. You can use colors from any color model or palette to customize texture fills. Texture fills can hold only RGB colors, however, other color models and palettes can be used as reference to select colors.

To apply a texture fill

1 Select an object.

2 Open the Fill flyout, and click the Texture fill dialog button .

3 Choose a texture library from the Texture library list box.

4 Choose a texture from the Texture list

Applying mesh fills

When you fill an object with a mesh fill, you can create unique effects. For example, you can create smooth color transitions in any direction without having to create blends or contours.

When you apply a mesh fill, you specify the number of columns and rows in the grid, and you specify the grid's intersecting points.

After you have created a mesh object, you can edit the mesh fill grid by adding and removing nodes or intersections.

To apply a mesh fill to an object

1 Select an object.

2 Open the Interactive fill flyout, and click the Interactive mesh fill tool .

3 Type the number of columns in the top portion of the Grid size box on the property bar.

4 Type the number of rows in the bottom portion of the Grid size box on the property bar, and press Enter.

5 Adjust the grid nodes on the object.

To add color to a patch in a mesh fill

1 Select a mesh-filled object.

2 Open the Interactive fill flyout, and click the Interactive mesh fill tool .

3 Drag a color from the color palette to a patch in the object.

To remove a fill

1 Select an object.

2 Open the Fill flyout, and click the No fill button .

Formatting lines and outlines

You can change the appearance of both lines and outlines. For example, you can specify their color, width, style, corner shape, and cap style. You can also remove a line or outline, and you can create your own line or outline style by adjusting the distance between segments in the line.

CorelDRAW also lets you copy the color of an outline to other objects, convert outlines to objects so that you can apply a fill to them, and create calligraphic outlines.

To specif y line and outline settings

1 Select an object.

2 Open the **Outline tool** flyout , and click the **Outline pen dialog** button .(f12)

3 Specify the settings you want.

Creating custom color palettes

Custom color palettes are collections of colors that you save. A number of preset custom color palettes are available; however, you can create color palettes from scratch. Custom color palettes are useful when you frequently choose the same colors, or when you want to work with a set of colors that look good together.

You can create a custom color palette by choosing each color manually, or by using colors in an object or an entire document.

To create a custom color palette

1 Click **Window Color palettes Palette editor.**

2 Click **new palette.**

3 Type a filename.

4 Click Save.

To create a color palette from an object

1 Select an object.

2 Click **Window Color palettes Create palette from selection.**

3 Type a filename

4 Click Save.

Custom Strokes

To create a custom brush stroke

1 Select an object or a set of grouped objects.

2 Open the Curve flyout, and click the Artistic media tool.

3 Click the Brush button on the property bar.

4 Click the object or grouped objects.

5 Click the Save artistic media stroke button on the property bar.

6 Type a filename for the brush stroke.

7 Click Save.

You can create custom brush strokes by clicking Effects Artistic media, and specifying the settings you want on the Artistic media Docker window/palette.

Drop Shadows

Creating drop shadows

Drop shadows simulate light falling on an object from one of five particular perspectives: flat, right, left, bottom, and top. You can add drop shadows to most objects or groups of objects, including artistic text, paragraph text, and bitmaps.

When you add a drop shadow, you can change its perspective, and you can adjust attributes such as color, opacity, fade level, angle, and feathering.

To add a drop shadow

1 Open the Interactive tools flyout, and click the Interactive drop shadow tool .

2 Click an object.

3 Drag from the center or side of the object until the drop shadow is the size you want.

4 Specify any attributes on the property bar.

To copy or clone a drop shadow

1 Select the object to which you want to copy or clone a drop shadow.

2 Click Effects and click one of the following:

Copy effect Drop shadow from

Clone effect Drop shadow from

3 Click the drop shadow of an object.

To separate a drop shadow from an object

1 Select an object's drop shadow.

2 Click Arrange Break drop shadow group apart.

3 Drag the shadow.

To adjust the resolution of a drop shadow

1 Do one of the following:

(Windows) Click Tools Options.

2 In the Workspace list of categories, click General.

3 Type a value in the Resolution box.

To remove a drop shadow

1 Select an object's drop shadow.

2 Click Effects Clear drop shadow.

Transform Objects

CorelDRAW lets you size and scale objects. In both cases, you change the dimensions of an object proportionally by preserving its aspect ratio. You can size an object's dimensions by specifying values or changing the object directly. Scaling changes an object's dimensions by a specified percentage. You can change an object's anchor point from its center to any of its eight selection handles.

To transform an object

1 Select an object.

2 Click Window Dockers / Palettes Transformations Scale.

3 In the Transformations Docker window/palette, type values in the following boxes:

H — lets you specify a percentage by which you want to scale the object horizontally

V — lets you specify a percentage by which you want to scale the object vertically

If you want to change the object's anchor point, enable the check box that corresponds to the anchor point you want to set.

If you want to maintain the aspect ratio, disable the Non-proportional check box.

Working with Text

Adding and selecting text

There are two types of text you can add to drawings — artistic text and paragraph text. Artistic text can be used to add short lines of text to which you can apply a wide range of effects, such as drop shadows. Paragraph text can be used for larger bodies of text that have greater formatting requirements. You can add both paragraph and artistic text directly in the drawing window

To add artistic text

Click anywhere in the drawing window using the Text tool , and type.

Add paragraph text Click the Text tool . Drag in the drawing window to size the paragraph text frame, and type

Add paragraph text inside an object	Click the Text tool. Move the pointer over the object's outline, and click the object when the pointer changes to an Insert in object pointer. Type inside the frame
Separate a paragraph text frame from an object	Select the object using the Pick tool , and click Arrange Break paragraph text inside a path apart.
Have paragraph text frames	Click Tools Options (Windows) or click CorelDRAW 11 Preferences (Mac OS). In the list of categories, double-click Text, and click Paragraph. Enable the Expand and shrink paragraph text frames to fit text check box

To set options for importing and pasting text

1 Import or paste the text.

2 In the Importing / pasting text dialog box, enable one of the following options:

Maintain fonts and formatting

Maintain formatting only

Discard fonts and formatting

To select text

To select	Do the following
An entire text object	Click the text object using the Pick tool
Specific characters	Drag across the text using the Text tool

Changing the appearance of text

You can change the default text style, so that all new artistic or paragraph text you create has the same properties.

You can enhance artistic text and paragraph text by modifying their character properties. For example, you can change the font type and size or make the text bold or italic. You can also change the position of text to subscript or superscript, which is useful if a drawing contains scientific notation. You can add underlines, strikethrough lines, and over lines to text. You can change the thickness of these lines, as well as the distance between the lines and the text. You can also change the color of text.

You can change the case of text to lowercase or uppercase without deleting or replacing letters.

You can increase or decrease font size by a specified increment amount. By default, the unit of measure is points. You can change this setting for the active drawing and all subsequent drawings you create.

To change the default text style

1. Click a blank space in the drawing window using the **Pick** tool .
2. Click **Text** **Format text**.
3. Click the **Character** tab.
4. Specify the properties you want.

Following each property change you make, by default you must specify whether the changes are applied to artistic text, paragraph text, or both. You can override this default by disabling the **Auto apply** button next to the **Apply** button.

To change character properties

1. Select the text.
2. Click **Text** **Format text**.
3. Click the **Character** tab.
4. Specify the character attributes you want.

To change the color of text

1. Select the text using the **Text** tool .
2. Click a color on the color palette.

To change text case

1. Select the text.
2. Click **Text** **Change case**.
3. Enable one of the following options:

Sentence case — capitalizes the initial letter of the first word in each sentence

Lowercase — makes all text lowercase

Uppercase — makes all text uppercase

Title case — capitalizes the initial letter of each word

Toggle case — reverses the case; all uppercase letters become lowercase and all lowercase letters become uppercase

Aligning and spacing text

You can align both paragraph and artistic text horizontally. Aligning paragraph text lines up text relative to the paragraph text frame. You can horizontally align all paragraphs or only selected paragraphs in a paragraph text frame. You can vertically align all paragraphs in a paragraph text frame. Artistic text can be aligned horizontally, but not vertically. When you align artistic text, it is aligned with the entire text object. If characters have not been shifted horizontally, applying no alignment produces the same result as applying left alignment.

To align text horizontally

1. Select the text object using the **Pick** tool .
2. Click **Text** **Format text**.
3. Click the **Paragraph** tab.
4. Choose an item from the **Alignment** list box.

To align paragraph text vertically

1. Select the paragraph text.
2. Click **Text** **Format text**.
3. Click the **Columns** tab.
4. Choose an alignment option from the **Vertical justification** list box.

To change the spacing of text

1. Select the text.
2. Click **Text** **Format text**.
3. Click the **Paragraph** tab.
4. In the **Spacing** area, type values in any of the boxes.

To apply range kerning to selected characters

1. Select two or more characters using the **Text** tool .
2. Click **Text** **Format text**.
3. Click the **Character** tab.
4. Type a value in the **Range kerning** box.

Shifting and rotating text

Shifting artistic and paragraph text vertically and horizontally can create an interesting effect. You can also rotate characters. Straightening text pulls the text into its original position. You can return vertically shifted characters to the baseline without affecting their rotation angle.

To shift or rotate a character

1. Select the character or characters.
2. Click **Text** **Format text**.
3. Click the **Character** tab.
4. In the **Shift** area, type a value in one of the following boxes:

Horizontal — a positive number moves characters to the right, and a negative number moves characters to the left

Vertical — a positive number moves characters up, and a negative number moves characters down

Rotate — a positive number rotates characters counter-clockwise, and a negative number rotates characters clockwise

To straighten a shifted or rotated character

1 Select the text.

2 Click **Text** **Straighten text**.

To return a vertically shifted character to the baseline

1 Open the **Shape edit** flyout, and click the **Shape** tool .

2 Select the text object, and select the node to the left of the character.

3 Click **Text** **Align to baseline**.

Finding, editing, and converting text

You can find text in a drawing and replace it automatically. You can edit text directly in the drawing window, or in a dialog box.

CorelDraw lets you convert artistic text to paragraph text if you require more formatting options, and paragraph text to artistic text if you'd like to apply special effects.

To find text

1 Click **Edit** **Find and replace** **Find text**.

2 Type the text you want to find in the **Find what** box.

If you want to find the exact case of the text you specified, enable the **Match case** check box (Windows) or **Case sensitive** check box (Mac OS).

3 Click **Find next** (Windows) or **Find** (Mac OS).

To find and replace text

1 Click **Edit** **Find and replace** **Replace text**.

2 Type the text you want to find in the **Find what** box.

If you want to find the exact case of the text you specified, enable the **Match case** check box (Windows) or **Case sensitive** check box (Mac OS).

3 Type the replacement text in the **Replace with** box.

4 Click one of the following buttons:

Find next (Windows) / **Find** (Mac OS) — finds the next occurrence of the text specified in the **Find what** box

Replace — replaces the selected occurrence of the text specified in the **Find what** box. If no occurrence is selected, **Replace** finds the next occurrence.

Replace all — replaces every occurrence of the text specified in the **Find what** box

To edit text

1 Select the text.

2 Click **Text** **Edit text**.

3 Make changes to the text in the **Edit text** dialog box.

Moving text

CorelDraw lets you move paragraph text between frames, and artistic text between artistic text objects. You can also move paragraph text to an artistic text object, and artistic text to a paragraph text frame.

To move text

1 Select the text using the **Text** tool .

2 Drag the text to another paragraph text frame or artistic text object.

Fitting text to a path

You can add artistic text along the path of an open object (for example, a line) or a closed object (for example, a square). You can also fit existing text to a path. Artistic text can be fitted to an open or closed path. Paragraph text can be fitted to open paths only.

After you fit text to a path, you can adjust the text's position relative to that path. For example, you can place the text on the opposite side of the path, or you can adjust the distance between the text and the path.

CorelDraw treats text fitted to a path as one object; however, you can separate the text from the object if you no longer want it to be part of the path. When you separate text from a curved or closed path, the text retains the shape of the object to which it was fitted. Straightening the text reverts it to its original appearance.

To add text along a path

1. Select a path using the **Pick** tool .
2. Click **Text** **Fit text to path**.
3. Type along the path.

To fit text to a path

1. Select a text object using the **Pick** tool .
2. Click **Text** **Fit text to path**.

   The pointer changes to a thick, black arrow.
3. Click a path.

To adjust the position of text fitted to a path

1. Using the **Pick** tool , select the text fitted to a path.
2. Choose a setting from any of the following list boxes on the property bar:

Distance from path — the distance between the text and the path to which it is fit

Vertical placement — the vertical alignment of the text relative to the path

Horizontal offset — the horizontal position of the text along the path

Text orientation — the angle at which the text sits on the path

Text placement — the side of the path on which the text is fitted

To separate text from a path

1 Select the fitted text using the **Pick** tool .

2 Click **Arrange Break text apart**.

To straighten text

1 Select the fitted text using the **Pick** tool .

2 Separate the text from the path.

3 Click **Text Straighten text**

Formatting paragraph text

CorelDraw offers various formatting options for paragraph text.

You can fit text to a paragraph text frame. Fitting text to a frame increases or decreases the point size of text so that it fits the text frame exactly.

You can use columns to lay out text-intensive projects such as newsletters, magazines, and newspapers. You can create columns of equal or varying widths and gutters.

Applying drop caps to paragraphs enlarges the initial letter and insets it into the body of text. You can customize a drop cap by changing its settings. For example, you can change the distance between the drop cap and the body of text, or specify the number of lines of text you want to appear beside the drop cap. You can remove the drop cap at any point, without deleting the letter.

You can use bulleted lists to format information. You can have text wrap around bullets, or you can offset a bullet from text to create a hanging indent. CorelDraw lets you customize bullets by changing their size, position, and distance from text. After you add a bullet, you can remove it without deleting the text.

To fit text to a paragraph text frame

1 Select a paragraph text frame.

2 Click **Text Fit text to frame**.

To add columns to paragraph text frames

1. Select a paragraph text frame.
2. Click **Text** **Format text**.
3. Click the **Columns** tab.
4. Type a value in the **Number of columns** box.
5. Specify the settings and options you want.

To add a drop cap

1. Select the paragraph text.
2. Click **Text** **Format text**.
3. Click the **Effects** tab.
4. Choose **Drop cap** from the **Effect type** list box.
5. Click one of the following icons:

Dropped — wraps text around the drop cap

Hanging indent — offsets the drop cap from the body of text

Wrapping paragraph text around objects and text

You can change the shape of text by wrapping paragraph text around an object, artistic text, or a paragraph text frame. You can wrap text using contour or square wrapping styles. The contour wrapping styles follow the curve of the object. The square wrapping styles follow the bounding box of the object. You can also adjust the amount of space between paragraph text and the object or text, as well as remove any wrapping style you apply.

To wrap paragraph text around an object or text

1. Select the object or text around which you want to wrap text.
2. Click **Window** **Dockers / Palettes** **Properties**.
3. Do one of the following:

(Windows) In the **Object properties** Docker window, click the **General** tab. (Mac OS) On the **Object properties** palette, choose **General** from the list box.

4 Choose a wrapping style from the **Wrap paragraph text** list box.

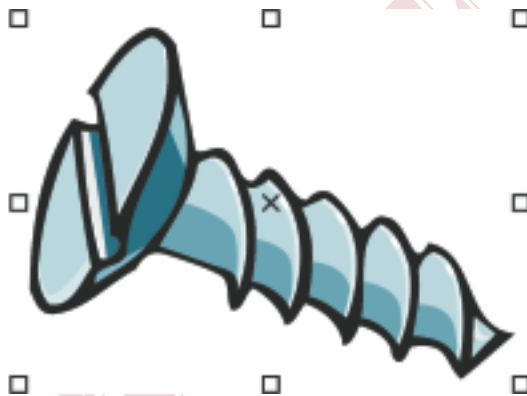
If you want to change the amount of space between wrapped text and the object or text, type a value in the **Text wrap offset** box.

5 Click the **Text** tool , and drag to create a paragraph text frame over the object or text.

6 Type text in the paragraph text frame.

Working with Objects

Selecting objects

Before you can change an object, you must select it. You can select visible objects, hidden objects, and a single object in a group or a nested group, and each object in the order in which it is created. You can also select all objects at once and deselect objects.

Copying, duplicating, and deleting objects

CorelDraw gives you two ways to copy objects. You can cut or copy an object to place it on the Clipboard and paste it into a drawing or you can duplicate an object. Cutting an object to the Clipboard removes it from the drawing; copying an object to the Clipboard leaves the original in the drawing; and duplicating an object places a copy directly in the drawing window, not the Clipboard. Duplicating is also faster than copying and pasting. You can copy entire objects or their properties.

When you no longer need an object, you can delete it.

To cut or copy an object

1 Select an object.

2 Click **Edit**, and click one of the following:

Cut

Copy

To paste an object into a drawing

Click **Edit** **Paste**.

To duplicate an object

1 Select an object.

2 Click **Edit** **Duplicate**

To duplicate an object

1 Select an object.

2 Click **Edit** **Duplicate**

To delete an object

1 Select an object.

2 Click **Edit** **Delete** (Windows) or **Clear** (Mac OS).

Aligning, distributing, and snapping objects

CorelDraw lets you precisely align and distribute objects in a drawing as well as snap objects to one another. You can align objects to each other and to parts of the drawing page such as the center, edges, and grid. When you align objects to objects, you can line them up by their centers or by their edges.

CorelDraw lets you align multiple objects to the center of the drawing page horizontally or vertically. Single or multiple objects can also be arranged along the edge of the page and to the nearest point on a grid.

You can distribute objects at equal intervals in a specified area.

To align an object to an object

1 Select the objects.

2 Click Arrange Align and distribute, and click one of the following:

Align left

Align right

Align top

Align bottom

Align centers horizontally

Align centers vertically

To align an object to the page center

1 Select an object.

If you want to align multiple objects, marquee select the objects.

2 Click **Arrange Align and distribute**, and click one of the following:

Center to page — aligns all objects to the page center

Center to page vertically — aligns objects to the page center along a vertical axis

Center to page horizontally aligns objects to the page center along a horizontal axis

To align an object to the page edge

1. Select an object.
   If you want to align an object group, select the group.
2. Click **Arrange** **Align and distribute** **Align and distribute**.
3. Click the **Align** tab.
4. Enable the check boxes that correspond to the horizontal and vertical alignment you want.
   If you want to align objects vertically, enable the **Left**, **Center**, or **Right** option. If you want to align objects horizontally, enable the **Top**, **Center**, or **Bottom** option.
5. In the **Align to** area, enable the **Edge of page** option.

To distribute objects

1. Select the objects.
2. Click **Arrange** **Align and distribute** **Align and distribute**.
3. Click the **Distribute** tab.
4. Enable the check boxes that correspond to the distribution you want.
5. In the **Distribute** area, enable a check box that corresponds to the distribution area.

To snap objects

1. Click **View** **Snap to objects setup**.
2. Enable the **Snap to objects** check box.
3. Enable one of the following check boxes in the **Object(s) being moved** area:

   Use cursor position — snaps to the spot where you clicked the selected object

   Use object nodes — snaps at any of the selected object's nodes
4. Enable one of the following check boxes in **Object(s) in drawing window**:

   Snap to nodes — snaps to any of the target object's nodes

   Snap between nodes — snaps to any point between two nodes on a path

Changing the order of objects

You can change the stacking order of objects on a layer by sending objects to the front or back, or behind or in front of other objects. You can also position objects precisely in the stacking order, as well as reverse the stacking order of multiple objects.

To change the order of an object

1 Select an object.

2 Click **Arrange Order**, and click one of the following:

To front — moves the selected object to the front of all other objects

To back — moves the selected object behind all other objects

Forward one — moves the selected object forward one position

Back one — moves the selected object behind one position

In front of — moves the selected object in front of a specific object

Behind — moves the selected object behind a specific object

To reverse the order of multiple objects

1 Select the objects.

2 Click **Arrange Order Reverse order**.

Sizing and scaling objects

CorelDraw lets you size and scale objects. In both cases, you change the dimensions of an object proportionally by preserving its aspect ratio. You can size an object's dimensions by specifying values or changing the object directly. Scaling changes an object's dimensions by a specified percentage. You can change an object's anchor point from its center to any of its eight selection handles.

To scale an object

1. Select an object.
2. Click **Window** **Dockers / Palettes** **Transformations** **Scale**.
3. In the **Transformations** Docker window/palette, type values in the following boxes:

   H — lets you specify a percentage by which you want to scale the object horizontally

   V — lets you specify a percentage by which you want to scale the object vertically

If you want to change the object's anchor point, enable the check box that corresponds to the anchor point you want to set.

If you want to maintain the aspect ratio, disable the **Non-proportional** check box.

Rotating and mirroring objects

CorelDRAW lets you rotate and create mirror images of objects.

You can rotate an object in a drawing by specifying horizontal and vertical coordinates. You can move the center of rotation to a specific ruler coordinate or to a point that is relative to the current position of the object.

Mirroring an object flips it from left to right or top to bottom. By default, the mirror anchor point is in the center of the object.

To rotate an object

1 Select an object.

2 Click **Window** **Dockers / Palettes** **Transformations** **Rotate**.

3 Disable the **Relative center** check box in the **Transformations** Docker window/palette.

To rotate an object around a point relative to its current position, enable the

Relative center check box.

4 Type a value in the **Angle** box.

To mirror an object

1 Select an object.

2 Click **Window** **Dockers / Palettes** **Transformations** **Scale**.

3 In the **Transformations** Docker window/palette, click one of the following:

Horizontal mirror — lets you flip the object left to right

Vertical mirror — lets you flip the object top to bottom

If you want to flip the object on a specific anchor point, enable the check box that corresponds to the anchor point you want to set.

4 Click **Apply**.

Grouping objects

When you group two or more objects, they are treated as a single unit. This lets you apply the same formatting, properties, and other changes to all the objects within the group at the same time. CorelDRAW also lets you group other groups to create nested groups.

You can also add and remove objects to and from a group and delete objects that are members of a group. If you want to edit a single object in a group, you can ungroup the objects.

To group objects

1 Select the objects.

2 Click **Arrange Group**.

You can create a nested group, by selecting two or more groups of objects and clicking **Arrange Group.**

To ungroup objects

1 Select one or more groups.

2 Click **Arrange Ungroup**.

Combining objects

Combining two or more objects creates a single object with common fill and outline attributes. You can combine rectangles, ellipses, polygons, stars, spirals, graphs, or text. CorelDRAW converts these objects to a single curve object. If you need to modify the attributes of an object that is combined, you can break the combined object apart.

To combine objects

1 Select the objects.

2 Click **Arrange** **Combine**.

To break apart a combined object

1 Select a combined object.

2 Click **Arrange** **Break curve apart**.

Finding and inserting images

You can use clipart, photo images, and floating objects stored on the Corel content CDs or that are available online. The digital content manual contains pictures of the graphics available on the CD and their folder locations. Online images from Corel on the Web can be accessed from Corel R.A.V.E. and dragged directly to the drawing window.

Mac OS X has a content find-and-search tool, Sherlock. You can use Sherlock to browse for images using the thumbnail views or use keywords to search for content on the CDs.

To browse for clipart, photos, and floating objects (Windows)

1 Click Window Dockers Scrapbook Browse.

2 Insert a Corel contents CD into the CD drive.

3 Double-click an icon in the CD list and navigate to a folder.

Spraying objects along a line

CorelDRAW lets you spray a series of objects in a line. Besides graphic and text objects, you can import bitmaps and symbols to spray along a line.

You can control how a sprayed line appears by adjusting the spacing between objects, so they are closer or farther apart from each other. You can also vary the order of objects in the line. For example, if you are spraying a series of objects that includes a star, a triangle, and a square, you can change the spray order so that the square appears first, followed by the triangle and then the star. CorelDRAW also lets you shift the position of objects in a sprayed line by rotating them along the path or offsetting them in one of four different directions: alternating, left, random, or right.

To spray a line

1 Open the **Curve** flyout, and click the **Artistic media** tool.

2 Click the **Sprayer** button on the property bar.

3 Choose a spray list from the **Spray list file** list box on the property bar.

If the spray list you want is not listed, click the **Browse** button on the property bar to select the folder in which the file is located.

4 Drag to draw the line.

Styles, Templates Symbols

Changing the appearance of text

You can change the default text style, so that all new artistic or paragraph text you create has the same properties.

You can enhance artistic text and paragraph text by modifying their character properties. For example, you can change the font type and size or make the text bold or italic. You can also change the position of text to subscript or superscript, which is useful if a drawing contains scientific notation. You can add underlines, strikethrough lines, and over lines to text. You can change the thickness of these lines, as well as the distance between the lines and the text. You can also change the color of text.

You can change the case of text to lowercase or uppercase without deleting or replacing letters.

You can increase or decrease font size by a specified increment amount. By default, the unit of measure is points. You can change this setting for the active drawing and all subsequent drawings you create.

To change the default text style

1 Click a blank space in the drawing window using the **Pick** tool .

2 Click **Text** **Format text**.

3 Click the **Character** tab.

4 Specify the properties you want.

Following each property change you make, by default you must specify whether the changes are applied to artistic text, paragraph text, or both. You can override this default by disabling the **Auto apply** button next to the **Apply** button.

Creating, editing, and deleting symbols

Symbols are objects that are defined once and can be referenced many times in a drawing. You can have multiple instances of a symbol in a drawing with little impact on file size. Symbols make editing a drawing quicker and easier, as changes made to a symbol are automatically inherited by all instances.

Symbols are created from objects. When you convert an object to a symbol, the new symbol is added to the library, and the selected object becomes an instance.

To convert an object to a symbol

1 Select an object or multiple objects.

2 Click **Edit** **Symbol** **New symbol**.

To edit a symbol

1 In the **Library** Docker window/palette, choose a symbol from the **Symbols** list.

If you want to name or rename the symbol, double-click the symbol's name box, and type a name.

2 Click the **Edit symbol** button .

3 Modify the objects on the drawing page.

4 Click the **Finish editing symbol** tab in the bottom-left corner of the drawing window.

To delete a symbol

1 In the **Library** Docker window/palette, choose a symbol from the **Symbols** list.

2 Click the **Delete symbol** button .

Using symbols in drawings

You can insert a symbol into a drawing, which creates a symbol instance. You can modify certain properties of a symbol instance, such as size and position, without affecting the symbol definition stored in the library. You can revert a symbol instance to an object or objects while preserving its properties. You can also delete a symbol instance.

To insert a symbol instance

1. Open the **Library** Docker window/palette by clicking **Edit** **Symbol** **Library**.
2. Choose a symbol from the **Symbols** list.
3. Click **Insert**.

To modify a symbol instance

1. Select a symbol instance.
2. Make any changes.

To revert a symbol instance to an object or objects

1. Select a symbol instance.
2. Click **Edit** **Symbol** **Revert to object(s)**.

To delete a symbol instance

1. Select a symbol instance.
2. Press **Delete**.

Working With Templates in CorelDRAW

CorelDraw has three types of styles you can create and apply in drawings: graphic, text, and color. After you create a style, you can edit it and apply it to any number of graphic and text objects. When you edit a style, all the objects using that style are automatically updated, letting you make design changes to a drawing in one step. A template is a set of styles and page layout settings that determine the appearance of a drawing. Templates are useful if you frequently use the same page outline. For example, if you regularly put together a newsletter, you can save the newsletter's page layout settings and styles to a template.

Creating, applying, and editing graphic or text styles

A style is a set of formatting attributes. When you apply a style to an object, all the attributes of the style are applied to that object in one step. Styles can save you considerable time if you must apply the same formatting to several objects.

There are graphic styles and text styles. A graphic style consists of fill and outline settings that you can apply to graphic objects such as rectangles, ellipses, and curves. For example, if you have a group of objects in a drawing that use one graphic style, you can simultaneously change their fill by editing the graphic style. For more information on applying fills see "Filling objects." For more information about changing the appearance of outlines, see "Formatting lines and outlines."

A text style is a set of text settings such as font type and size. Text styles also include fill and outline attributes. For example, you can create a style that applies a texture fill to 72 point Avant-garde font. There are two types of text styles: artistic and paragraph. You can also change the properties of default artistic and paragraph text. For example, you can change the properties of default artistic text, so that every artistic text object you create has the same formatting. For information about default text, see "Changing the appearance of text."

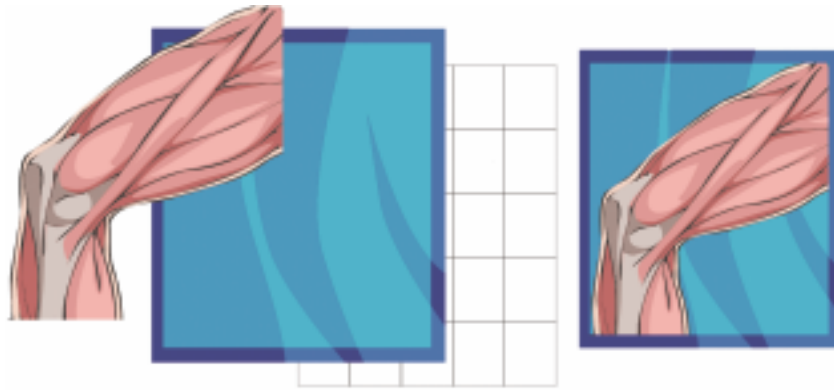
You can create a graphic or text style from scratch or from the properties of an existing object, at which time the style is saved. When you apply a style to an object, CorelDRAW overrides the existing text or graphic properties with the properties of the current style. To use the style in another drawing, you can copy the style to the new drawing or save the style in a template. For more information about templates, see "Working with templates." If you copy or import a style with the same name as an existing style, CorelDRAW renames the style by adding a number to the style name. At any point, you can rename a style. You can also change the properties of an object back to its previous style if you made a mistake or decide that the previous style was better suited to that object. After you create a style, you can edit its properties and find any object using a given style. For example, you can find all objects that use the default graphic style. Finding objects assigned a specific style makes editing that style even more efficient.

Layers

Creating layers

All CorelDRAW drawings consist of stacked objects. The vertical order of these objects — the stacking order — contributes to the appearance of the drawing. You can organize these objects using invisible planes called layers.

Layering gives you added flexibility when organizing and editing the objects in complex drawings. You can divide a drawing into multiple layers, each containing a portion of the drawing's contents. For example, using layers can help you organize an architectural plan for a building. You can organize the building's various components (for example, plumbing, electrical, structural) by placing them on separate layers. You can display pages only and layers only.

You can also display selected objects. Hiding a layer lets you identify and edit the objects on other layers. You also reduce the time CorelDRAW needs to refresh your drawing when you edit it.

To create a layer

Create a layer	Click **Tools** **Object manager**. Click the flyout button , and **New layer**.
Create a master layer	Click **Tools** **Object manager**

To display or hide a layer

1 Click **Tools** **Object manager**.

2 Click the **Eye** icon beside the layer name.

The layer is hidden when the **Eye** icon is grayed.

To delete a layer

1 Click **Tools** **Object manager**.

2 Click the name of a layer.

3 Click the flyout button, and click **Delete layer**.

To specify settings for a layer on the Master Page

1 Click **Tools** **Object manager**.

2 Right-click (Windows) or **Control** + click (Mac OS) the layer, and click **Properties**.

3 Change the settings and click **OK**.

Changing layer properties and stacking order

By default, each new layer has its editing, printing, and display properties enabled and its master layer property disabled; however, you can change these properties.

You can set a layer's editing properties to make a layer active, and allow the editing of all layers or the active layer only. When you are making changes to a drawing, you can lock a layer to prevent accidental changes to its objects. When you lock a layer you cannot select or edit it.

Renaming layers can be used to indicate their contents, position in the stacking order, and relationship with other layers. You can change a layer's place in the stacking order.

Make a layer active

Click **Tools** **Object manager**. Click the name of a layer

Allow editing of all layers

Click Tools Object manager. Click the flyout button and click Edit across layers.

Allow editing of the active layer only

Click **Tools** **Object manager**. Click the flyout button, and enable **Edit across layers**.

Lock or unlock a layer

Click **Tools** **Object manager**. Click the **Pencil** icon beside the layer name.

To rename a layer

1 Click **Tools** **Object manager**.

2 Right-click (Windows) or **Control** + click (Mac OS) the layer name, and click **Rename**.

To change the position of a layer in the stacking order

1 Click **Tools** **Object manager**.

2 In the **Layers** list, drag a layer name tag to the new position.

To move or copy an object to another layer

1 Click **Tools** **Object manager**.

2 Click an object in the **Object manager**.

3 Click the flyout button, and click one of the following:

Move to layer

Copy to layer

4 Point to the layer to which you want to move or copy the object, and click.

Printing layers

Enabling the print setting of a layer lets you print the layer and its contents. If you disable a layer's print setting, the layer and its contents won't appear when you print the drawing.

To enable or disable printing for a specific layer

1 Click **Tools** **Object manager**.

2 Click the **Printer** icon beside the layer name.

Bitmaps

You can convert a vector graphic to a bitmap. Also, you can import and crop bitmaps in the CorelDraw application. You can also add color masks, watermarks, special effects, and change the color and tone of the images. Converting vector graphics to bitmaps When you convert a vector graphic to a bitmap, you can apply special effects in the CorelDraw application that are unavailable to vector graphic or objects. As you convert the vector, you can select the color mode of the bitmap. A color mode determines the number and kind of colors that make up the bitmap, so that file size is also affected. You can also determine settings such as the aliasing, background transparency, and color profile of the image as you convert it from a vector graphic.

To convert a vector graphic to a bitmap

1 Select an object.

2 Click **Bitmaps** **Convert to bitmap**.

3 Choose a color mode from the **Color** list box.

4 Choose a resolution from the **Resolution** list box.

5 Enable any of the following check boxes:

Anti-aliasing — smooth's the edges of the bitmap

Transparent background — makes the background of the bitmap transparent

Apply ICC profile — applies the International Color Consortium profiles to standardize colors across devices and color spaces

Adding bitmaps

You can import a bitmap into a drawing either directly or by linking it to an external file. When you link to an external file, edits to the original file are automatically updated in the imported file.

To import a bitmap

1 Click **File** **Import**.

2 Choose the folder where the bitmap is stored.

3 Select the file.

If you want to link the image to the drawing, enable the **Link bitmap externally** check box.

4 Click **Import**.

5 Click where you want to place the bitmap. If you want to center the image on the drawing page, press **Enter**.

Cropping and editing bitmaps

After you add a bitmap to a drawing, you can crop, resample, resize, and inflate the image. Cropping removes unwanted areas of a bitmap. When you resample a bitmap, you can change the image size, the resolution, or both by adding or removing pixels. For example, if you make an image larger without resampling, you can lose details because the image's pixels are spread over a greater area. By resampling, you can add pixels to preserve more detail from the original image. Resizing an image maintains the same number of pixels in a smaller or larger area. For example, you can lose details when you make an image larger without resampling, because the image's pixels are spread over a greater area. Up sampling adds pixels to maintain some of the original's details.

To crop a bitmap

1 Open the **Shape** flyout, and click the **Shape** tool .

2 Select a bitmap.

3 Drag the bitmap's corner nodes to the shape you want.

If you want to add a node, double-click the node boundary by using the **Shape** tool where you want the node to display.

4 Click **Bitmaps** **Crop bitmap**.

To resample a bitmap

1 Select a bitmap.

2 Click **Bitmaps** **Resample**.

3 In the **Resolution** area, type values in any of the following boxes:

Horizontal

Vertical

If you want to maintain the proportions of the bitmap, enable the **Maintain aspect ratio** check box.

If you want to maintain the file size, enable the **Maintain original size** check box.

To resize a bitmap

1 Select a bitmap.

2 Click **Bitmaps** **Resample**.

3 Choose a unit of measure from the list box beside the **Width** and **Height** boxes.

4 Type values in any of the following boxes:

To apply a special effect

1 Select a bitmap.

2 Click **Bitmaps**, choose a special effect type, and click an effect.

3 Adjust any special effect settings.

To add a plug-in filter (Windows)

1 Click **Tools Options.**

2 In the list of categories, double-click **Workspace**, and click **Plug-ins**.

3 Click **Add**.

4 Choose a folder containing a plug-in.

Advanced Printing Options

In the CorelDraw application, you can print one or more copies of the same drawing. You can specify what to print, as well as which parts of a drawing to print; for example, you can print selected vectors, bitmaps, text, or layers. Before printing a drawing, you can specify printer properties, including paper size and device options.

To set printer properties

1 Click **File Print**.

2 Click the **General** tab.

3 Click **Properties** (Windows) or **Printer** (Mac OS).

4 Set any properties in the dialog box.

To print your work

1 Click **File Print**.

2 Click the **General** tab.

3 Choose a printer from the **Name** list box (Windows)

4 Type a value in the **Number of copies** box.

If you want the copies collated, enable the **Collate** check box.

5 Enable one of the following options:

Current document — prints the active drawing

Current page — prints the active page

Pages — prints the pages that you specify

Documents — prints the documents that you specify

Selection — prints the objects that you have selected

To print selected vectors, bitmaps, or text

1 Click **File** **Print**.

2 Click the **Misc** tab.

3 In the **Proofing options** area, enable any of the following check boxes:

Print vectors

Print bitmaps

Print text

To print selected layers

1 Click **Tools** **Object manager**.

2 Click the printer icon that corresponds to a layer.

If the icon appears grayed, the layer will not print.

3 Click **File** **Print**.

To specify the size and position of a print job

1 Click **File** **Print**.

2 Click the **Layout** tab.

3 Enable one of the following options:

As in document — maintains the image size, as it is in the document.

Fit to page — sizes and positions the print job to fit to a printed page

Reposition images to — lets you reposition the print job by choosing a position from the list box

To preview a print job

Click **File** **Print preview**.

To magnify the preview page

1. Click **File** **Print preview**.
2. Click **View** **Zoom**.
3. Enable the **Percent** option, and type a value in the box.